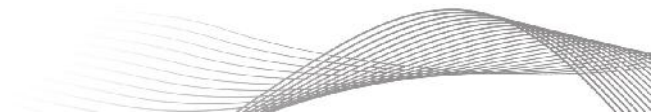


EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Nr.	Item	Description
		Personal data breaches at the EDPS
1.	Last update of this record	07-12-2018
2.	Reference number	44
3.	Name and contact details of controller	European Data Protection Supervisor (EDPS) Postal address: Rue Wiertz 60, B-1047 Brussels Office address: Rue Montoyer 30, B-1000 Brussels Telephone: +32 2 283 19 00 Email: edps@edps.europa.eu Responsible department or role: EDPS Local Information Security Officer: edps-it-security@edps.europa.eu Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759
4.	Name and contact details of DPO	edps-dpo@edps.europa.eu
5.	Name and contact details of joint controller (where applicable)	Not applicable.



Nr.	Item	Description
6.	Name and contact details of processor (where applicable)	Not applicable.
7.	Very short description and purpose of the processing	<p>Managing information security breaches at the EDPS.</p> <p>Personal data may be present when handling information security breaches. They are the names and contact details of the stakeholders involved in managing the breach.</p> <p>Personal data may also be present among the information undergoing a breach of confidentiality and/or integrity and/or availability.</p> <p>This data may be processed for actions of investigation, containment, remediation and information relating to the breach.</p> <p>Furthermore, based on Article 34 of Regulation (EU) 2018/1725 every controller (and thus also the EDPS as an EU institution) in case of a personal data breach has to notify the EDPS, as the competent supervisory authority, within 72 hours except specific conditions are met.</p> <p>We must provide the supervisory authority with at least the following information:</p> <ul style="list-style-type: none"> • a description of the nature of the breach; • the name and contact details of the data protection officer or other contact point; • a description of the likely consequences of the breach; and • a description of the measures taken or proposed to be taken by the controller to address the breach. <p>The EDPS as a supervisory authority will collect these notifications in a specific register</p> <p>This last processing activities is accounted for as a separate processing activity in another record.</p> <p>Under Article 35 of the Regulation, when there is likely “high risk” for the individuals affected, we must, under certain circumstances, communicate the breach to those individuals, and in particular, at least:</p>



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		<ul style="list-style-type: none"> • the name and contact details of the data protection officer or other contact point; • a description of the likely consequences of the breach; and • a description of the measures taken or proposed to be taken by the controller to address the breach.
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p><u>Persons whose data the EDPS processes:</u></p> <p>Individuals among the stakeholders involved in managing the breach: usually Data Protection Officer, Local Information Security Officer and other EDPS staff involved in the breach</p> <p>Individuals whose personal data was affected by the breach.</p> <p><u>Data categories:</u></p> <ul style="list-style-type: none"> - Contact details of the responsible staff from the controller who notifies the personal data breach - Contact details of the responsible staff from the processor (if applicable) who notifies the personal data breach - Contact details of the Data Protection Officer of the controller - Other contact details of staff who were involved in the incident. - Personal information of the individuals who were affected by the breach.
9.	Time limit for keeping the data	We keep personal data for 10 years after closure of the case. We may keep it for longer if circumstances such investigations, appeals are ongoing at the planned expiration date.
10.	Recipients of the data	The Local Information Security Officer, the Local Security Officer, the Data Protection Officer, the EDPS Director and other EDPS staff on a need to know basis. Other recipients may be addressed on a case by case situation with the purpose of a good outcome of the breach such as



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		<p>the CERT-EU, the computer emergency response team of the EU institutions, bodies and agencies.</p> <p>The staff of the EDPS as a supervisory authority tasked with the management of data breach notifications.</p>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No.
12.	General description of security measures, where possible.	<p>The information on data breaches is under the custody of the Local Information Security Officer and their Deputy on directories only accessible to them and is shared on a need-to-know basis.</p> <p>Encryption (encrypted e-mailing, as possible, and USB sticks) is to communicate data breaches among stakeholders. An online form on the EDPS website is used for mandatory notifications to the EDPS as a supervisory authority.</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	See data protection notice

